BTEC Assignment Brief

Qualification	Pearson BTEC International Level 3 Subsidiary Diploma in Construction and the Built Environment Pearson BTEC International Level 3 Foundation Diploma in Construction and the Built Environment Pearson BTEC International Level 3 Diploma in Construction and the Built Environment Pearson BTEC International Level 3 Extended Diploma in Construction and the Built Environment Pearson BTEC International Level 3 Diploma in Civil Engineering Pearson BTEC International Level 3 Extended Diploma in Civil Engineering Pearson BTEC International Level 3 Diploma in Building Services Engineering Pearson BTEC International Level 3 Extended Diploma in Building Services Engineering
Unit number and title	Unit 18: Work Experience
Learning aim(s)	Learning aim C: Carry out work experience to meet set objectives Learning aim D: Reflect on the development of own personal and professional skills and practices.
Assignment title	Carrying Out the Work Experience
Assessor	
Issue date	
Hand in deadline	

Vocational Scenario or Context	You are studying for a BTEC National Extended Diploma. You have completed number of units and have already gained adequate underpinning knowledge to enable you to work in an organisation related to your chosen pathway. This unit provides you the opportunity to explore, find and carry out work experience. The structure of assessments will help to gain the full benefit from this experience. You have secured a suitable workplace and are about to start work. This assessment is about carrying out the activities during your work experience by following the target dates and production of agreed deliverables and outcomes. You will be supported at the workplace by the employer through a nominated experienced member of their staff. Support is to ensure that you have negotiated a work which is likely to generate the assessment evidence and is in line with your area of activity/interest. You will also be supported at the workplace by the academic supervisor through visits and other forms of communication. While carrying out the activities, you must comply with the relevant legislation and any workplace procedures. You will keep a log of all activities in an appropriate format. Such logs should also be reviewed by the supervisors to see that these are fit-for-purpose. All the records, including feedback from the employer, should be updated as the work

	proceeds.
Task 1	Considering the activities carried out during your work experience, and drawing upon the records you have kept, produce a reflective account covering the entire period and considering your personal and professional development. This document must cover the following: • Details about employer's business • Project details • Roles of team members and their reporting relationship • Details of your role within the team • Details of assigned work within the project including shadowing and observation • Interaction with other team members, difficulties and challenges faced and how these were resolved. • Your performance against the agreed deliverables and outcomes. • How the work activities helped you to develop professional and personal skills? • How you have used feedback from the supervisors to plan future development? • Future development plan in an appropriate format • Any constraints and limitations you faced during your work experience This reflective account should be a critical self-reflection and should demonstrate your knowledge of theories and frameworks for reflective practice.
Checklist of evidence required	A detailed log of workplace activities completed during the work experience Reflective account of work experience covering employer, project, activities, feedback and development planning.

Criteria covered by this task:	
Unit/Criteria reference	To achieve the criteria you must show that you are able to:
CP.5	Demonstrate work-related skills to meet set objectives for work experience tasks.
CP.6	Discuss ways in which work shadowing and observation can support development of own skills while on work placement.
CM.3	Demonstrate work-related skills with confidence and proficiency to meet objectives in different situations.
CD.2	Demonstrate work-related skills proficiently, taking the initiative to carry out activities according to own responsibilities and setting's procedures, and selecting appropriate skills and techniques for different situations.
D.P7	Review own strengths and areas for development in response to feedback on work experience placement.
D.P8	Produce a personal development plan that identifies improvements to personal and professional skills
D.M4	Discuss how self-reflection can contribute to personal and professional development and future planning, following a work experience placement
D.D3	Evaluate how reflecting on skills developed during own work experience placement can inform plans for personal and professional development.

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Sources of information to support you with this Assignment	**Books** Bennett B, Dawes G, Cunningham I -*The Handbook of Work-Based Learning.* (Gower Publishing, 2012) ISBN9781409462743 Wilson J - *ASET Good Practice Guide for Work based and Placement Learning in Higher Education*(ASET, 2013) Ellis D - *Becoming a Master Student.*(Cengage, 2016)ISBN 9781337097109 Moon J – Reflection in Learning and Professional Development: Theory and Practice (Routledge Page, 2000) 978-0749434526 **Web resources** Decision making confidence http://www.decision-making-confidence.com/how-to-evaluate-a-decision.html Evaluation of options/alternatives www.projects.uts.edu.au/stepbystep/initiation6.html Putting together a project implementation plan www.brighthubpm.com/project-planning/87423-putting-together-a-project-implementation-plan/ Project report http://www.bradford.ac.uk/academic-skills/media/learnerdevelopmentunit/documents/academicskillsresources/writing-reports/Infosheet-Report-Writing-for-UGs.pdf Team roles http://www.belbin.com/ Mind tools http://www.mindtools.com/pages/article/newLDR_83.htm Project planning: a step-by-step guide http://www.projectsmart.co.uk/project-planning-step-by-step.php Career Wales. *My Work Experience* available at https://www.careerswales.com/prof/upload/pdf/Getting_Ready-_Large_Print.pdf Careers NZ *Step-by-step guide to getting work experience*available at: https://www.careers.govt.nz/plan-your-career/im-at-school-and-need-ideas/step-by-step-guide-to-getting-work-experience/

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Other assessment materials attached to this Assignment Brief	*None*